

INSTRUCTIONS FOR COMPLETING THE
PERSONAL AWARD RECOMMENDATION, OPNAV 1650/3 (Rev. 1-94)

- Block 1: Self-explanatory.
- Block 2: Self-explanatory.
- Block 3: Full name, including middle name, initial ("J") or NMN and any suffixes, i.e. Jr., Sr., II, III, etc.
- Block 4: Self-explanatory.
- Block 5: Self-explanatory.
- Block 6: For enlisted personnel who are qualified the designator (SS)/(SW)/(AW)/(DV) should be entered in the block.
- Block 7: Self-explanatory.
- Block 8: Self-explanatory.
- Block 9: Self-explanatory.
- Block 10: Self-explanatory.
- Block 11: First, Second, Third.
- Block 12: Enter the meritorious period for which the recommendation is being submitted (month and year).
Remember these dates should match the dates used in the body of the citation and have not been previously recognized.
- Block 13: Usually "Bremerton, WA"
- Block 14: Must be filled in, EAOS for Enlisted, Indef for Officers. If a retirement or separation, list number of years served.
- Block 15: Must be filled in, even if it is a mid-tour/specific award. Also use this block for a "needed by date" for retirement ceremony/terminal leave date by using ().
(Example: Retirement 95NOV30 (95SEP01))
- Block 16: For new duty station address, include complete mailing address as listed in the SNDL. If the member is to be separated/retired from active duty, a complete home address should be entered in this block.
- Block 17: Self-explanatory.
- Block 18: Self-explanatory.
- Block 19: List all personal decorations and the period of award:
e.g., Navy Achievement Medal (MAR 89 - JUN 92), Navy and Marine Corps Commendation Medal (JUL 92 - DEC 94), etc., Good Conduct Awards and Letters of Commendation should not be listed in this block.
- Block 20: Self-explanatory.
- Block 21: Self-explanatory.

NAVSTABREMINST 1650.1A
PERSONAL AWARD RECOMMENDATION

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

FROM: ADDRESS:				TO: (Awarding Authority) ADDRESS: UIC/RUC:	
				14. EXP. OF ACTIVE DUTY :	
COMMAND POC:		PHONE		IF RETIREMENT/SEPARATION, NUMBER OF YEARS	
1. SOCIAL SECURITY NUMBER		2. DESIG/NEC/ MOS		15. EST. DETACHMENT DATE	
3. NAME (Last, first, MI)				<input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE	
4. COMPONENT(USN, USMC, etc.)		16. NEWDUTYSTATION (Home address if separation anticipated)			
		ADDRESS:			
5. GRADE/RATE		17. UNIT AT TIME OF ACTION/SERVICE		18. DUTY ASSIGNMENT	
6. WARFARE DESIGNATOR		7. UIC/RUC:		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon)	
8. RECOMMENDED AWARD <small>(See instruction #3 on back)</small>		9. SPECIFIC ACHIEVEMENT <input type="checkbox"/> YES <input type="checkbox"/> NO			
10 <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA					
11. NUMBER OF AWARD THIS MEDAL				20. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED	
12. ACTION DATE/MERITORIOUS PERIOD				21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION	
13. GEOGRAPHIC AREA OF ACTION/SERVICE					
22. <i>I certify that the facts contained in the summary of action are</i> <input type="checkbox"/> known to me <input type="checkbox"/> a matter of record					
NAME, GRADE, TITLE OF ORIGINATOR				SIGNATURE	
				DATE	
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). (Attach additional sheets only as necessary)					
VIA	COMMAND <small>(To be completed by originator)</small>	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1			<input type="checkbox"/> YES <input type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
24. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
FOR USE OF NDBDM ONLY					
FROM: SECNAV (NDBDM)				DATE:	
TO: CNO (NO9B33) CMC (CODE MHM)					
1. Extraordinary heroism recommended <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA					
2. Reviewed and recorded.					
				By direction _____	

INSTRUCTIONS

1. Before completing this form see SECNAVINST 1650.1 E.
Command

2. The Summary of Action (*Item 24*) is requested (*except for approved NAMS*). in addition attach a double spaced proposed

citation.

3. Two (2) letter codes to be used in blocks 8, 19, 20, 23, and 24.

MH - Medal Honor Commendation Medal	NM - Navy & Marine Corps Medal	JC - Joint Service
NX - Navy Cross Commendation Medal	BS - Bronze Star	NC - Navy
DM - Distinguished Service Medal Commendation Medal with V	BV - Bronze Star with V	CV - Navy
SS - Silver Star Achievement Medal	PH - Purple Heart Medal	JA - Joint Service
LM - Legion of Merit Medal	MM - Meritorious Service Medal	NA - Navy Achievement
LV - Legion of Merit with V Medal with V	AS - Air Medal - Strike/Fight	NV - Navy Achievement
DX - Distinguished Flying Cross	AF - Air Medal - Individual Action	CR - Combat Ribbon
DV - Distinguished Flying Cross with V	AH - Air Medal - Individual Action with V	

25. SUMMARY OF ACTION (*not required for Command approved NAMS*)

Please follow required format as described below:

- Summary of action is required for all Flag LOCs and above for consideration by Awards Board.
- The Summary of Action should normally be limited to the space on the back of the OPNAV 1650/3.
- List accomplishments of the individual in short, meaningful bullets such as:

-- Any recognition as SOQ/SOY during the award period.

Example: Selected as Puget Sound Naval Shipyard SOQ for second quarter FY95.

-- Highest watchstation qualification attained or any nonroutine watchstation completed during the award period.

Example: Qualified Shore Patrolman, Dispatcher, etc.

-- Outstanding conduct noted during an inspection.

Example: Praised by the Commanding Officer for outstanding performance as Gate Guard.